

REQUEST FOR QUALIFICATIONS FOR RIGHT OF WAY AND RELATED SERVICES

State Project Number: H.003453
Project Name: I-49, LAFAYETTE CONNECTION
Route: I-49
Parish: Lafayette

Under authority granted by Title 48 of the Louisiana Revised Statutes, the Louisiana Department of Transportation and Development (DOTD) hereby issues a Request for Qualification Statements (RFQ) on Standard Form 23-116 (SF 23-116), "Professional Right of Way and Related Services", revised March 15, 2013, from Consulting Firms (Consultant) to provide right of way and related services. One Prime Consultant will be selected for this Contract. If Sub-Consultants are used, no individual Sub-Consultant may perform a higher percentage of work than the Prime Consultant. Individual presentations will be required of all consultants.

Right of Way Project Manager: Mr. Robert Richard

All questions regarding this request for qualifications should be submitted in writing to Ms. Jennifer Lee, Administrative Coordinator at email: jennifer.lee@la.gov no later than 4:00 pm, **April 26, 2013**, along with your desired contact email address. Answers to project related questions will be distributed electronically, via DOTD website, no later than 4:00 pm, **April 30, 2013**.

Project Description

This contract will include coordination of activities between DOTD and the Consultant. The project is an improvement to Louisiana Highway I-49 beginning just south of the Lafayette Regional Airport (commercial service) and continues north to the current southern terminus of I-49 at the I-10/I-49 interchange. No information is available for the number of parcels to be acquired. The project length is approximately five miles.

Scope of Services

The selected Consultant will be required to provide: project management and administrative services, title research services, title update services, appraisal services, negotiation & acquisition services, relocation assistance & advisory services, improvement control services, asbestos services, construction cost services, business valuation services and other right of way related services necessary to acquire and clear the right of way for construction of this project. Appraisal review services are to be provided by DOTD. **See Attached Exhibit A (Scope of Services).**

The Prime Consultant will be responsible for the management of all Sub-Consultant contracts for the total project delivery.

Items and services to be provided by DOTD

The DOTD will furnish without charge the following services:

1. DOTD will assign a Right of Way Project Manager.
2. DOTD will assign a lead Right of Way Agent.
3. DOTD will host periodic status meetings.
4. DOTD will provide technical assistance for relocation assistance and advisory service activities.
5. DOTD will provide technical assistance for appraisal activities.
6. DOTD will provide technical assistance for negotiation and acquisition activities.
7. DOTD will provide appraisal review services.

Prior to commencing any Project work tasks, the Consultant will be required to secure written Notice to Proceed Letter from the DOTD Right of Way Section.

Deliverables

The Consultant/Team hereby agrees to produce deliverables including but not limited to: a service plan, appraisal plan, title research reports, title research update reports, appraisal reports, appraisal comparable binders, appraisal ten day letters, mortgage certificates, negotiation and acquisition files, relocation assistance files, business valuation reports, building cost estimating reports, construction cost reports, just compensation offer letters with a summary of just compensation, completed acts of sale, recordation certificate for act of sales, vouchers in request of payment, asbestos inspection and assessment reports, and uneconomic remainder (UR) packages for referral to DOTD Property Management.

The service deliverables are also to include the following:

- A. Development of a Project Delivery Strategy; Project Manager/Team will:

Be required to develop an overall strategy for execution and completion of the Project as well as a system for Project prioritization.
- B. Develop the Project Schedule; Project Manager/Team will:

Develop a preliminary Project schedule and establish milestone dates for all events necessary to advance each process to completion.

Quality Control/Quality Assurance

The DOTD requires the Consultant to develop a Quality Control/Quality Assurance program, in order to Provide a mechanism by which all deliverables can be subject to a systematic, consistent review. Consultants must ensure quality and adhere to the standards of the DOTD Right of Way Manual and DOTD Title Research Manual.

Compensation

Compensation for services provided under this Contract are fees identified by the successful Prime Consultant for business valuations, billed hourly rate for negotiations and acquisitions, with all other services being payable according to DOTD's established schedule of fees. Fees such as recordation fees, mortgage certificate fees, mortgage release fees, attorney's fees, et al will be reimbursed at actual cost. The maximum limiting compensation for this contract is **\$250,000.00**.

The work items and fees payable under this contract are as follows:

1. Title Research:

Initial Title Abstract	\$ 540.00
Title Abstract Update	\$ 180.00

2. Appraisal Services:

Form A: Partial Acquisition - Commercial or Industrial land w/bldg.	\$10,080.00
Residential Structures or Vacant Land	\$2,880.00
Form B: Total Acquisition - Commercial or Industrial land w/bldg.	\$7,920.00
Residential Structures of Vacant Land	\$1,920.00
Form C: Minor, uncomplicated valuations	\$1,440.00

3. Business Valuations/Lost Profit Analysis: (Per each Commercial Enterprise) As identified by successful Prime Consultant

4. Building / Construction Cost Services:

Construction Cost Estimate (Per Each Major Structure)	\$1,920.00
Parking Study	\$1,440.00
Building Cost to Cure Analysis	\$2,400.00
Billboard Replacement Cost Analysis	\$ 960.00

5. Property Negotiation and Acquisition: (Per Ownership) Billed on an hourly rate with the submittal of detailed time records.

6. Closings \$600.00

7. Relocation Services: (Per each relocation)

Residential or Commercial Owner or Tenant Physically Moves	\$7,200.00
Personal Property is relocated or displaced landlord	\$2,400.00

8. Asbestos Inspection & Reporting: (Per Each Structure) \$1,440.00

9. Improvement Control: (Per Each Structure)	
Type A – Relocatee Vacates	\$360.00
Type B – Relocatee Continues to Occupy	\$840.00

10. All other services which may be required are payable at actual cost plus 20% management fee. All other required services must have prior written approval from the Department.

Contract Time

The estimated contract time for this project is twenty-four (24) months.

References

1. Uniform Relocation Assistance and Real Property Acquisitions Policies Act of 1970.
2. Uniform Standards of Professional Appraisal Practice.
3. Louisiana Constitution: Article I, Section 4, Article VI, Section 21 and Article VII, Section 14.
4. Louisiana Revised Statutes: Title 9, Title 19, Title 38, Title 48, and Title 70.
5. Louisiana Civil Code.
6. Louisiana Administrative Code: Chapter 70.
7. DOTD Right of Way Manual.
8. DOTD Guide to Title Research.
9. Title VI of the Civil Rights Act of 1964 and Title VII of the Civil Rights Act of 1964.
10. Equal Employment Opportunity Act of 1972.
11. Federal Executive Order 11246 as amended.
12. Rehabilitation Act of 1973.
13. Viet Nam Era Veteran’s Readjustment Act of 1973.
14. Title IX of the Education Amendments of 1972.
15. Age Discrimination Act of 1975.
16. Fair Housing Act of 1968.
17. Americans With Disabilities Act of 1990.
18. All other federal and state laws and regulations which may apply to acquisition of right of way and utility relocation for this project.

Minimum Personnel Requirements

A master’s degree in a relevant field may substitute for one (1) year of work experience. A Ph. D. in a relevant field may substitute for two (2) years of work experience.

Company Principal: The company principal must be a principal of the said company empowered and authorized to accept and sign contracts on behalf of the said company.

Asbestos Inspector: Be able to provide asbestos testing and reporting where indicated, required or ordered. Provide samples of materials to a laboratory certified/approved by the Louisiana Department of Environmental Quality for analysis where indicated, required or ordered. Provide reports on samples by a certified/approved laboratory. All technician performing asbestos testing, sampling and reports shall meet minimum training standards by the Louisiana Department of Environmental Quality.

- Must have Asbestos Inspection Certification.

Appraisal Manager: Must be a Louisiana Licensed General Appraiser pursuant to the Louisiana Licensed Real Estate Appraiser Law with a minimum of five (5) years experience in highway right of way appraisal.

Appraisal Consultant: Must be a certified appraiser pursuant to the Louisiana Certified Real Estate Appraiser Law. Additional education, training and experience, as well as proven ability are required for more complex assignments.

Building Cost Consultant: Must have a minimum of a Baccalaureate Degree in the special subject and/or directly related to subject; example being a degree in Architecture, Construction, Engineering, etc.

- Or have eight (8) years of full time experience as an owner and operator or manager of a company whose primary work is or was in Building Cost.
- In lieu of the degree, the Department shall be the sole judge of the submitted time experience.
- Additional education, training and experience, as well as proven ability are required for more complex assignments.

Business Valuation Consultant: Must be a Certified Public Accountant with a minimum of three (3) years professional experience in Business Valuation and Lost Profits Analysis.

Negotiation and Acquisition Manager: A baccalaureate degree plus five (5) years full time professional experience in the right of way or relocation assistance fields as an employee or a consultant for an expropriation agency or other governmental agency.

- Eight (8) years of full time work experience in any field may be substituted for the required baccalaureate degree only.

Project Manager: A baccalaureate degree plus five (5) years of full time professional experience in the right of way or relocation assistance fields as an employee or a consultant for an expropriation agency or other governmental agency.

- Eight (8) years of full time work experience in any field may be substituted for the required baccalaureate degree.

Quality Control/Quality Control Manager: The minimum qualifications for the Quality Control/Quality Assurance Manager must meet the minimum qualifications for any other key staff person listed above.

Right-of-Way Acquisition Consultant: A baccalaureate degree plus three (3) years of full time professional experience in the right of way field as an employee or a consultant for an expropriation agency or other governmental agency in real estate acquisition in conformance with CFR 49, Part 24.

- Eight (8) years of full-time professional work experience in any right of way or equivalent field may be substituted for the required baccalaureate degree only.

Relocation Assistance and Advisory Services Manager: A baccalaureate degree plus five (5) years of full time professional experience in the relocation assistance and advisory services field as an employee or a consultant for an expropriation agency or other governmental agency.

- Eight (8) years of full time work experience in any field may be substituted for the required baccalaureate degree only
- Successful completion of five (5) of the following six (6) IRWA Courses (or equivalent courses from other organizations approved by the Department): 501 (Relocation), 502 (Business Relocation), 503 (Mobile Home Relocation), 504 (Computing Replacement Housing Payments), 505 (Advanced Relocation Assistance 1 – Residential) and 506 (Advanced Relocation Assistance – 2 Business) may be substituted for one (1) year of full time experience as an employee or a consultant for an expropriation agency in the relocation assistance field.
- The following National Highway Institute Courses: NHI Course Number FHWA – NHI – 141029, Basic Relocation under the Uniform Act can be substituted for IRWA Courses 501 and 504. NHI Course Number FHWA – NHI – 141030, Advanced Relocation under the Uniform Act can be substituted for IRWA Courses 505 and 506. NHI Course number FHWA – NHI – 141031, Business Relocation Under the Uniform Act can be substituted for IRWA Course 502.

Relocation Assistance Consultant: A baccalaureate degree plus three (3) years of full time professional experience as an employee or a consultant for an expropriation agency or other governmental agency in the relocation assistance field conducted in conformance with CFR 49, Part 24.

- Successful completion of five (5) of the following six (6) IRWA Courses (or equivalent courses from other organizations approved by the Department): 501 (Relocation Assistance), 502 (Business Relocation), 503 (Mobile Home Relocation), 504 (Computing Replacement Housing Payments), 505 (Advanced Relocation Assistance 1 - Residential) and 506 (Advanced Relocation Assistance 2 – Business) may be substituted for one (1) year of full time experience as an employee or a consultant for an expropriation agency or other governmental agency in the relocation assistance field.
- The following National Highway Institute Courses: NHI Course Number FHWA – NHI - 141029, Basic Relocation under the Uniform Act can be substituted for IRWA Courses 501 and 504. NHI Course Number FHWA – NHI - 141030, Advanced Relocation under the Uniform Act can be substituted for IRWA Courses 505 and 506. NHI Course Number FHWA – NHI - 141031, Business Relocation under the Uniform Act can be substituted for IRWA Course 502.
- Eight (8) years of full-time professional work experience in any right of way or equivalent field may be substituted for the required baccalaureate degree only.
- Additional education, training, and experience, as well as proven ability are required for more complex assignments.

Title Abstractor: A Baccalaureate Degree plus three (3) years of full time professional experience in the title research field.

- Eight (8) years of full-time work experience in any field may be substituted for the required baccalaureate degree only.
- Completion of the DOTD Right-of-Way Section On-Line Title Research Report Training and passing grade on the required examination covering the on-line training.
- Additional education, training and experience, as well as proven ability are required for more complex assignments.

EVALUATION CRITERIA

The general criteria to be used by the DOTD Right of Way Section in evaluating responses for the selection of a Consultant to perform these services are as follows:

1. **Consultant's firm experience as related to the project:**
Weighting factor of 4.
2. **Consultant's personnel experience as related to the project:**
Weighting factor of 4.
3. **Consultant's firm size as related to the project magnitude:**
Weighting factor of 4.
4. **Consultant's past performance on DOTD Real Estate projects:**
Weighting factor of 2.
5. **Consultant's current work load with DOTD:**
Weighting factor of 2.
6. **Location where the work will be performed:**
Weighting factor of 3.

All Consultant's/Team's members will be evaluated as indicated in items 1-6. The evaluation will be by means of a point-based rating system. Each of the above criteria will receive a rating on a scale of 0-4. The rating will then be multiplied by the corresponding weighting factor.

The evaluation will be based off the information provided in the Consultant's/Team's SF 23-116 submittal. If during the course of the evaluation the Project Evaluation Team has questions or requires Clarification of the information provided, the Project Evaluation Team may send request to the Consultant/Team for additional information through the Consultant Contract Services Administrator.

Communication Protocol

DOTD's Project Evaluation Team will be responsible for performing the above described evaluation, and will present a short-list of the three (if three are qualified) highest rated Consultants to the Secretary of the DOTD. The Secretary will make the final selection. **Below are the proposed Team members. DOTD may substitute for any reason provided the members meet the requirements of R.S. 48:291.**

1. Janice Williams, ex-officio
2. Hubert Graves
3. David Pourciau
4. Tammy Pike
5. Robert Richard
6. Kasey Rozas

Rules of Contact (Title 48 Engineering and Related Services)

These rules are designed to promote a fair, unbiased, legally defensible selection process. The LA DOTD is the single source of information regarding the Contract selection. The following rules of contact will apply during the Contract selection process and will commence on the date of advertisement and cease at the contract execution of the selected firm. Contact includes face-to-face, telephone, facsimile, Electronic-mail (E-mail), or formal written communications. Any contact determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of the submittal (SF 23-116):

- A. The Consultant shall correspond with the LA DOTD regarding this advertisement only through Jennifer Lee via email, jennifer.lee@la.gov.
- B. The Consultant, nor any other party on behalf of the Consultant, shall not contact any LA DOTD employees, including but not limited to, department heads; members of the evaluation teams; and any official who may participate in the decision to award the contract resulting from this advertisement except through the process identified above. Contact between Consultant organizations and LA DOTD employees is allowed during LA DOTD sponsored one-on-one meetings;
- C. Any communication determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of submittal, at the sole discretion of the LA DOTD;
- D. Any official information regarding the project will be disseminated from the LA DOTD'S designated representative on the LA DOTD website. Any official correspondence will be in writing;
- E. The LA DOTD will not be responsible for any verbal exchange or any other information or exchange that occurs outside the official process specified herein.

By submission of a response to this RFQ, the Consultants agree to the communication protocol herein.

Insurance

During the term of the Contracts the consultants will carry professional liability insurance in the amount of \$1,000,000. This insurance will be written on a "claims made" basis.

SUBMITTAL REQUIREMENTS

One original (**stamped "original"**) and **six (6)** copies of the SF 23-116 must be submitted to DOTD. All submittals must be in accordance with the requirements of this advertisement. Any Consultant failing to submit any of the information required on the SF 23-116, or providing inaccurate information on the SF 23-116, will be considered non-responsive.

Any Consultant to be used, including Disadvantaged Business Enterprises (DBE), in performance of this Contract, must also submit a SF 23-116, which is completely filled out and contains all information pertinent to the work to be performed.

The Sub-Consultant's SF 23-116 must be firmly bound to the Consultant's SF 23-116. In Section 9, the Consultant's SF 23-116 must describe the **work elements** to be performed by the Sub-Consultant(s), and state the approximate **percentage** of each work element to be subcontracted to each Sub-Consultant.

Name of the Consultants listed on the SF 23-116, must precisely match the name filed with the Louisiana Secretary of State, Corporation Division.

The SF 23-116 will be identified with the H.003453 road project and will be submitted **prior to 3:00 p.m. CST on May 7, 2013**. Submittals that are hand delivered must be delivered to Jennifer Lee via an appointment. She can be reached at (225)242-4542. Submittals that are mailed are to be addressed to:

Department of Transportation and Development
Attn.: Mr. Bill McCoy
Assistant Right of Way Administrator, Support Services
1201 Capitol Access Road, **Room S 335**
Baton Rouge, LA 70802 or
Telephone: (225)242-4527

It is the proposer's sole responsibility to insure that their proposal submitted has been delivered to the person named immediately above.

REVISIONS TO THE RFQ

DOTD reserves the right to revise any part of the RFQ by issuing an addendum to the RFQ at any time. Issuance of this RFQ in no way constitutes a commitment by DOTD to award a contract. DOTD reserves the right to accept or reject, in whole or part, all Qualification Statements submitted, and/or cancel this announcement if it is determined to be in DOTD's best interest. All materials submitted in response to this announcement become the property of DOTD, and selection or rejection of a submittal does not affect this right. DOTD also reserves the right, at its sole discretion, to waive administrative informalities contained in the RFQ.